



1105 Canterbury Drive - Hays, KS 67601
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HRC Birthday Party Package Request Form

Guidelines:

- *Two hour room rental for \$60.00
- *45 minutes of instructed kids activities based on the theme you pick
- *One hour for you to open gifts, eat cake, etc.

Contact Information:

Birthday Child's Name: _____ Date of Birth ____/____/____ Age: _____
 Parent Name: _____ Birthday Child: Boy ____ Girl ____
 Address: _____ E-Mail: _____
 City: _____ State: _____ Zip: _____ Primary #: Is this a cell yes/no _____
 Additional #: Is this a cell yes/no _____

Party Information:

Date Desired: _____
 Time Desired: ___ 5-7pm Friday ___ 10am-12pm Saturday ___ 1-3pm Saturday ___ 1-3pm Sunday

Attendance Expected: Number of kids: _____ Age range of kids: _____ Number of Adults: _____
(The maximum amount of kids is 15, if you have more please let us know 3 DAYS in advance & there will be an additional charge. FINAL HEAD COUNT MUST BE GIVEN TO US 3 DAYS PRIOR TO PARTY. See back for details.)

Theme Desired: (check one) Please note availability subject to room, gym and staff schedules.

___ **Sensory Play** (ages 12 months - 4 years) - Grab your child and up to 15 of their best friends and let them experience playing, creating and experimenting in sensory play at this crazy party. Kids enjoy exploring so let us create a party just for them! Your child will be the talk of the town! **For an additional cost we will supply the supplies and instruction to make homemade slime for everyone to take home!**

___ **Sports & Games** (ages 3 & older) - Celebrate your child's birthday by playing all kinds of sports! Party guests will enjoy a variety of sports and activities, including basketball, relay races, parachute games, kickball and other gym games. (Not available on Sat. in Jan. & Feb.)

___ **Nerf Battle** (ages 6 & older) - Prepare for battle Nerf style! Arm yourself with safety glasses and shields you'll be on target for one awesome Nerf inspired celebration. Want to add a little more fun? Younger children welcome but can not participate in the nerf games. NO outside nerf guns can be used! **For an additional cost we will supply the supplies and instruction to make marshmallow guns for everyone to take home!**

New Glow Party Options - You have done the Art and loved it, now give games a try. New to the Glow world, give one or the other a try - pick one, you can't have both, sorry! Which ever you pick rest assured everything will GLOW!

___ **Glow Games** (all ages) - Games will be played with glow lights, or in dark spaces! Wear your bright colors!

___ **Glow Art** (all ages) - Glow Art involves arts and crafts with glow paint, markers, crayons, etc. done under black lights. **For an additional cost we will supply the supplies and instruction to make painted canvas for everyone to take home!**

Terms & Conditions:

*The \$60.00 fee is required to hold the date and time requested for the party. Your reservation will not be placed into our system until all forms have been submitted and fees paid. A confirmation letter with your party details will be sent within 5 business days after the deposit is processed through our system. Full payment of additional options for the party are due no later than 3 business days prior to the party. Refunds are only given to those cancelling 3 business days proper to the party, no exceptions.

*Head count due no later than 3 business days prior to the party!

*Building users will be responsible for: Setting up the tables and chairs (arrangement of rooms), taking down tables and chairs, thorough clean up & sweeping trash.

*Clean up of facility will be required immediately following its use. Set up and clean up must be accomplished within the times listed on the reservation form.

*Any decorating, coverings, or changes to the facilities should be discussed and put in writing on the room reservation request. The use of adhesive tape, nails, screws, etc. on tables, walls, floors, ceilings or equipment is not permitted. Placement, relocation, or rearrangement of equipment is not permitted without prior approval.

*The applicant shall be responsible for any damage to equipment or property. If, after an activity additional janitorial maintenance is required (other than what would be considered normal), applicant will be charged accordingly. The HRC reserves the right to charge a cleaning deposit in addition to the facility fees.

*Applicants are to use only the facilities or equipment specifically designated on the room reservation request.

*The HRC Board reserves the right to have staff enter all facilities at any time during any and all occupancies and to terminate a room reservation at any time due to an unruly crowd or destruction of property.

*The office telephone and phone in the conference room is a business phone for the Recreation Commission use only.

*Room reservation requests are accepted for the months of April - August beginning April 1st of that year. Reservations for the months of September - March will be accepted starting on September 1st. Any request for rental outside our normal operating hours must be made at least 15 business days prior to the event. Your reservation is subject to the HRC finding a supervisor and is not guaranteed.

***Reservations must be paid at the time the request is made. No event will be placed on the calendar without payment.** Long term or continuous events may be set up on weekly or monthly payments with approval of Superintendent.

*No alcoholic beverages are allowed in the Hays Recreation Center, 12th Street Gym or Dusty Glassman Ball Fields.

I have read, understand and agree to the dates, times and locations stated above. This Birthday Party request form is not considered as confirmation. Upon approval from the Program Director a written confirmation letter will be sent to the contact person.

I understand and agree to the terms of the Terms & Conditions for use of the Hays Recreation Center, as stated on this sheet, as well as the complete "Policies and Procedures" booklet available upon request.

Signature _____

Date _____

FOR STAFF USE ONLY

Party Package Fee = \$60.00

Extra room rental (if wanting time before or after set time) Number hours ____ X \$30.00 per hour = _____

Each addtl. child over the 15 maximum, if known ahead of time - Number of kids ____ X \$2.00 each = _____

*Take home - Nerf Battle Package - Number of Marshmallow Guns ____ X \$5.00 each = _____

*Take home - Glow Art Package - Number of Canvases ____ X \$2.00 each = _____

*Take home - Sensory Play Package - Number of Slime ____ X \$3.00 each = _____

Total: _____

Each additional child over the 15 maximum allowed, **NEEDED CHARGED FOR AFTER THE PARTY**

Number of kids ____ X \$2.00 each = _____

Program Director Signature: _____

Paid: Cash ____ Check ____ CC ____

Staff Assigned to Party: _____

Staff Signature: _____ Date: _____

Place in Master Calendar: _____

Placed in Party Book: _____

Confirmation Letter Sent: _____